

Global UGRAD Student Applicant Guide

Last Updated: October 31, 2024

Contents

Self-Registration	2
New Applicants	2
Difficulty logging in?	7
Saving Your Application and Resuming It Later	8
Application Sections	10
Eligibility.....	10
Essays.....	11
Recommendations.....	11
Document Uploads	11
Submission.....	12

World Learning

1015 15th Street NW, 9th Floor
Washington, DC 20005
P: 202.408.5420
F: 202.408.5397

info@worldlearning.org
worldlearning.org

Self-Registration

NEW APPLICANTS

Step 0: Bookmark the [login](#) page, so you can access your application at any time.

Step 1a: Scroll to the bottom of the page and click “Register here to apply.” This will lead you to the self-registration page (see right).

Step 1b: Enter your information and click “Next.”

artURL=%2Fugradstudent%2Fs%2F

Instructions for Prospective or Current Global UGRAD Students: If you have not previously registered for this site, please click on the “Register here to apply” link. If you previously created an account, you may log in with your username and password. NOTE: Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad). If you have forgotten your password, please click the “Forgot your password?” link. For questions about the Global UGRAD Program or your eligibility, please contact your local embassy or Fulbright Commission. For technical support, please contact the Global UGRAD team at globalugrad@worldlearning.org.

Instructions for Prospective or Current U.S. Host Institutions: This website does not service prospective or current U.S. Host Institutions. Please visit the Global UGRAD Partner Portal at: <https://worldlearning-program.my.site.com/ugradpartner/s> for more information.

Instructions for Staff at Participating U.S. Embassies and Fulbright Commissions: This website does not service staff at participating U.S. Embassies and Fulbright Commissions. Please visit the Global UGRAD Partner Portal at: <https://worldlearning-program.my.site.com/ugradpartner/s> for more information.

Username

Password

Log in

Forgot your password?

[Register here to apply.](#)

Figure 1: The login page is the first page you will see and where you should return to each time to resume your application.

Begin Self-Registration

Enter your last/family name (surname) as it appears on your passport or other government document. Please write in English only. Do not use any other symbols or characters. Do not use any accents. If your passport or government-issued ID does not include a first name, please enter “FNU” in the field provided. If your passport or government-issued ID does not include a family name, please enter “LNU” in the field provided.

* First Name

Middle Name

* Last Name

* Email

you@example.com

Thank you for your interest in the Global Undergraduate Exchange Program (Global UGRAD). If you do not see your country of citizenship in the list below, please note that your country is not a participating country, and you are ineligible to apply at this time. For more information on eligibility criteria, please visit: <https://www.globalugrad.org/student-eligibility>. If you are interested in the Global UGRAD Pakistan Program, please note that it is administered by IREX and The United States Educational Foundation in Pakistan. For further details, please visit: <http://usefp.org/scholarships/global-ugrad.cfm>

* Country of Citizenship

--None--

Next

Figure 2: Before beginning your application, you must complete all self-registration fields and follow all required steps to generate an account.

Step 2: The next page confirms you have begun self-registration, but it's not yet complete. Please click "Next" again to continue self-registration.

Step 3: Finish your registration on the third page by clicking "Finish." You must click "Finish" or your account will not be created.

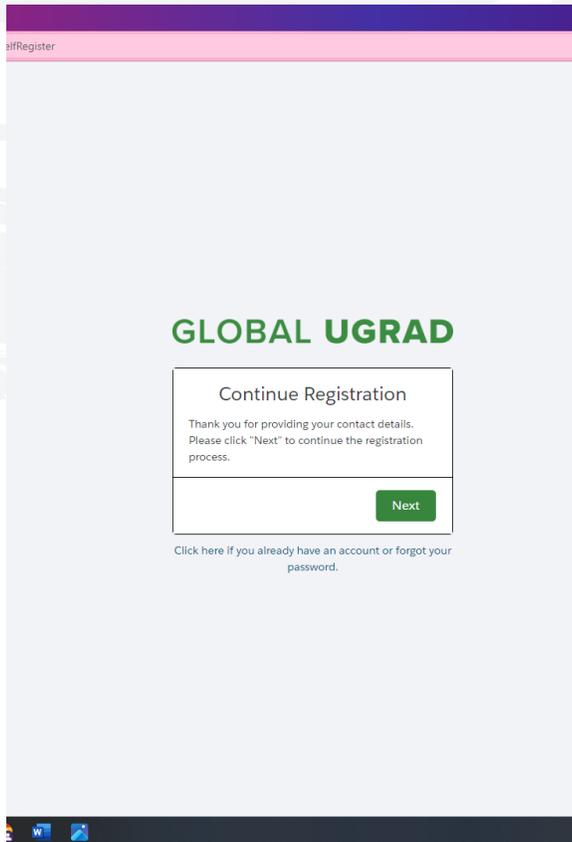


Figure 3: Click "Next" to continue creating your account.

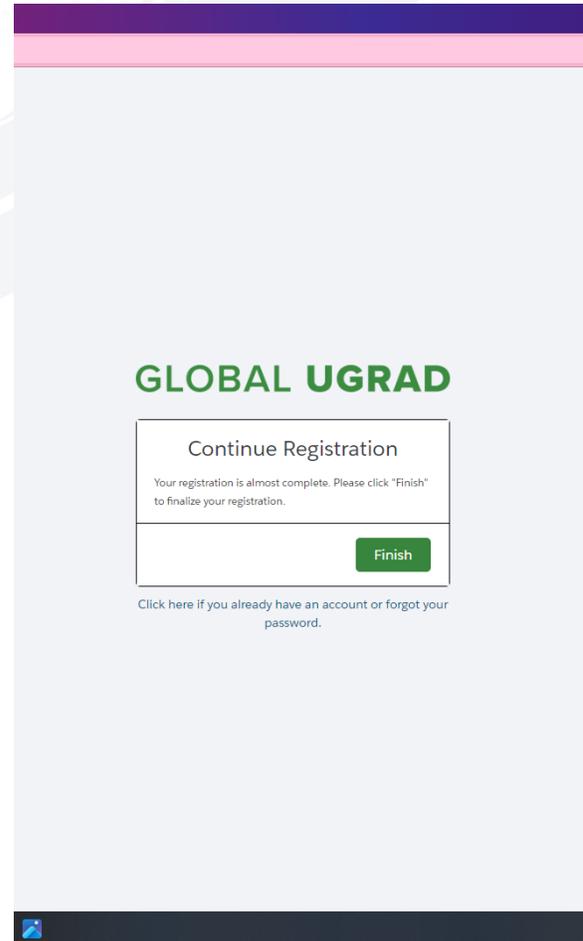


Figure 4: Click "Finish" to create your account.

Step 4: Registration Complete. Congratulations! You have now completed your self-registration and have an account to apply to the Global UGRAD Program.

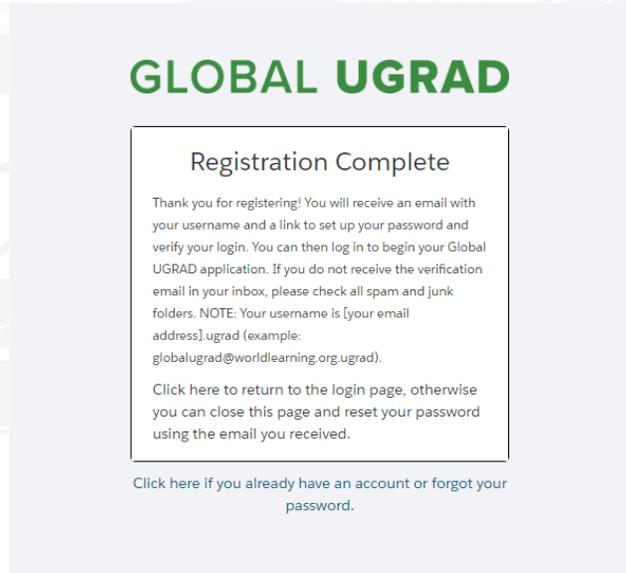


Figure 5: The Registration Complete message will appear on your screen after you have created your account.

Step 5: Email Confirmation. Log into the email account that you provided during the self-registration process. Open your email account and find the “Welcome to the UGRAD Student Portal” email. Open the email and click the link to create your password. Save your username in a place where you can access it in the future. Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad). If you do not see a confirmation email, be sure to check your spam/junk folders.

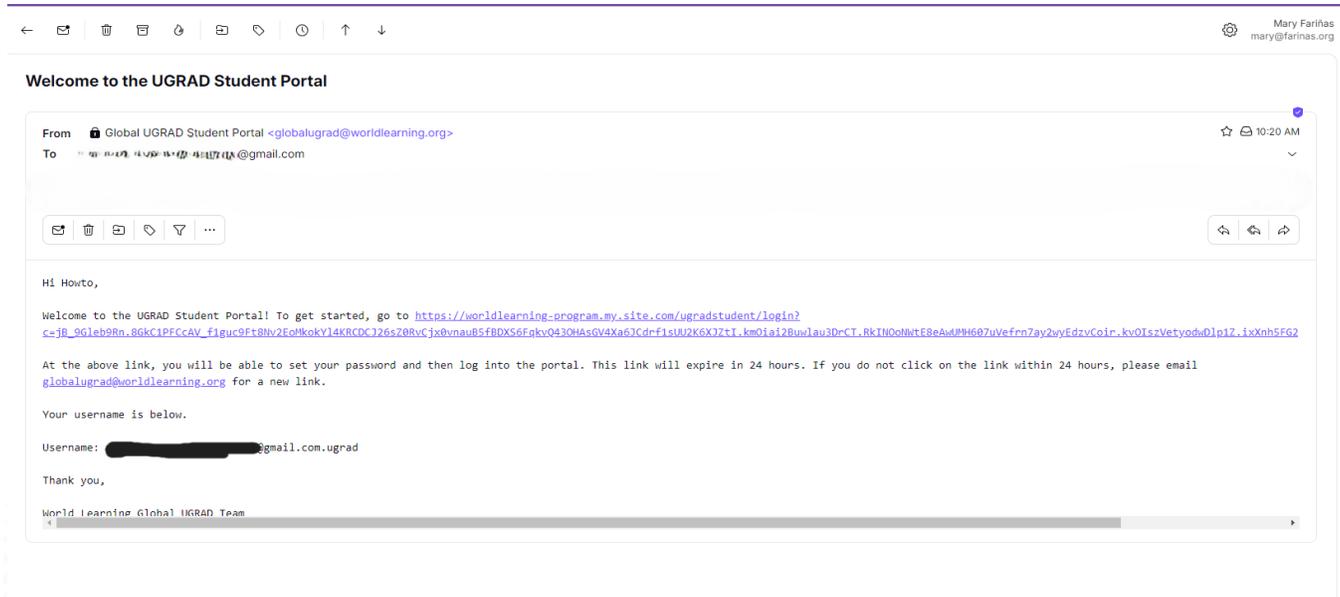


Figure 6: You will receive an email with a link to create your password.

Step 6: Set Your Password. Follow the link in the email to create your unique password.

GLOBAL UGRAD

Change Your Password

Enter a new password for
[REDACTED]@gmail.com.ugrad. Make
sure to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

* Confirm New Password

..... Match

Change Password

Password was last changed on 10/22/2024, 10:20 AM.

© 2024 Salesforce, Inc. All rights reserved.

Figure 7: Set your password screen.

Step 7: Welcome to the Global UGRAD Student Portal. Click on the green button labeled “Apply or Resume Application Here” to begin your application.



Welcome to the Global UGRAD Student Portal!!

You will use this portal for applying to the Global UGRAD Program, and if selected, for various important tasks to prepare you for the program and while you are in the United States.

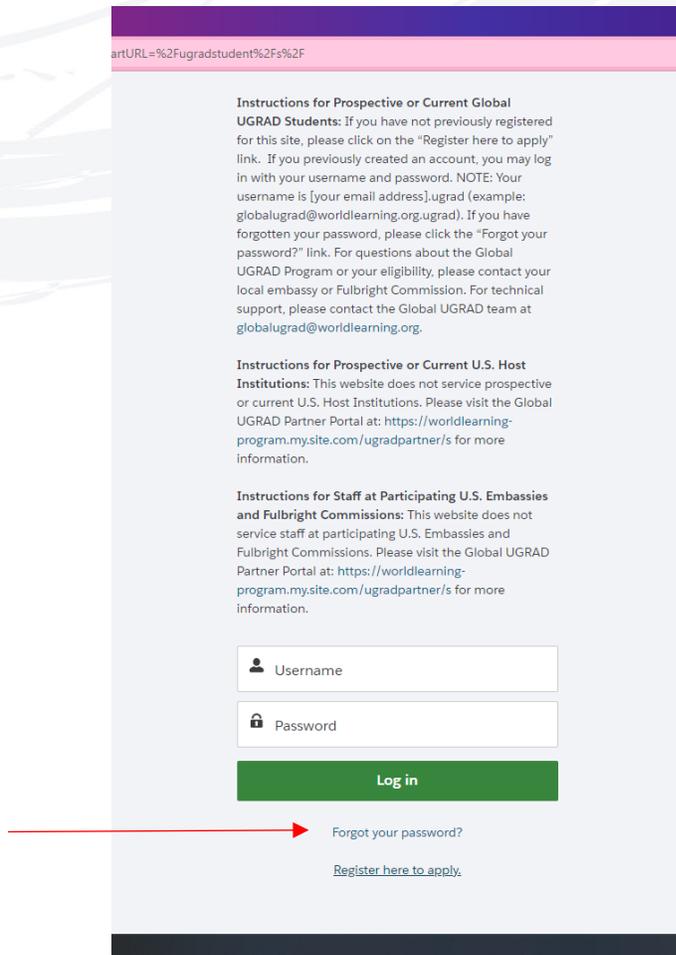
To begin an application or edit one you have already started, select the green "Apply or Resume Application Here" button located in the picture above. Please note that the button will only be visible during the application window of November 1 - December 15. After December 15, you will be unable to start, edit, or submit an application.

Once you have submitted an application, updates about your candidacy will come directly from the U.S. Embassy or Fulbright Commission in your country. In case of any technical issues, please contact globalugrad@worldlearning.org.

Figure 8: Photo of the homepage of the Global UGRAD Student Portal.

Difficulty logging in?

- **If you do not remember your password**, navigate to the [UGRAD Student Portal login page](#). Click “Forgot your password?” at the bottom of the page and follow the instructions to reset your password.
- **If you no longer have access to the email address connected with your account**, contact globalugrad@worldlearning.org and request to change the email address on your account. When emailing World Learning, please include your full name and the email address on file.



artURL=%2Fugradstudent%2F%2F

Instructions for Prospective or Current Global UGRAD Students: If you have not previously registered for this site, please click on the “Register here to apply” link. If you previously created an account, you may log in with your username and password. NOTE: Your username is [your email address].ugrad (example: globalugrad@worldlearning.org.ugrad). If you have forgotten your password, please click the “Forgot your password?” link. For questions about the Global UGRAD Program or your eligibility, please contact your local embassy or Fulbright Commission. For technical support, please contact the Global UGRAD team at globalugrad@worldlearning.org.

Instructions for Prospective or Current U.S. Host Institutions: This website does not service prospective or current U.S. Host Institutions. Please visit the Global UGRAD Partner Portal at: <https://worldlearning-program.my.site.com/ugradpartner/s> for more information.

Instructions for Staff at Participating U.S. Embassies and Fulbright Commissions: This website does not service staff at participating U.S. Embassies and Fulbright Commissions. Please visit the Global UGRAD Partner Portal at: <https://worldlearning-program.my.site.com/ugradpartner/s> for more information.

Username

Password

Log in

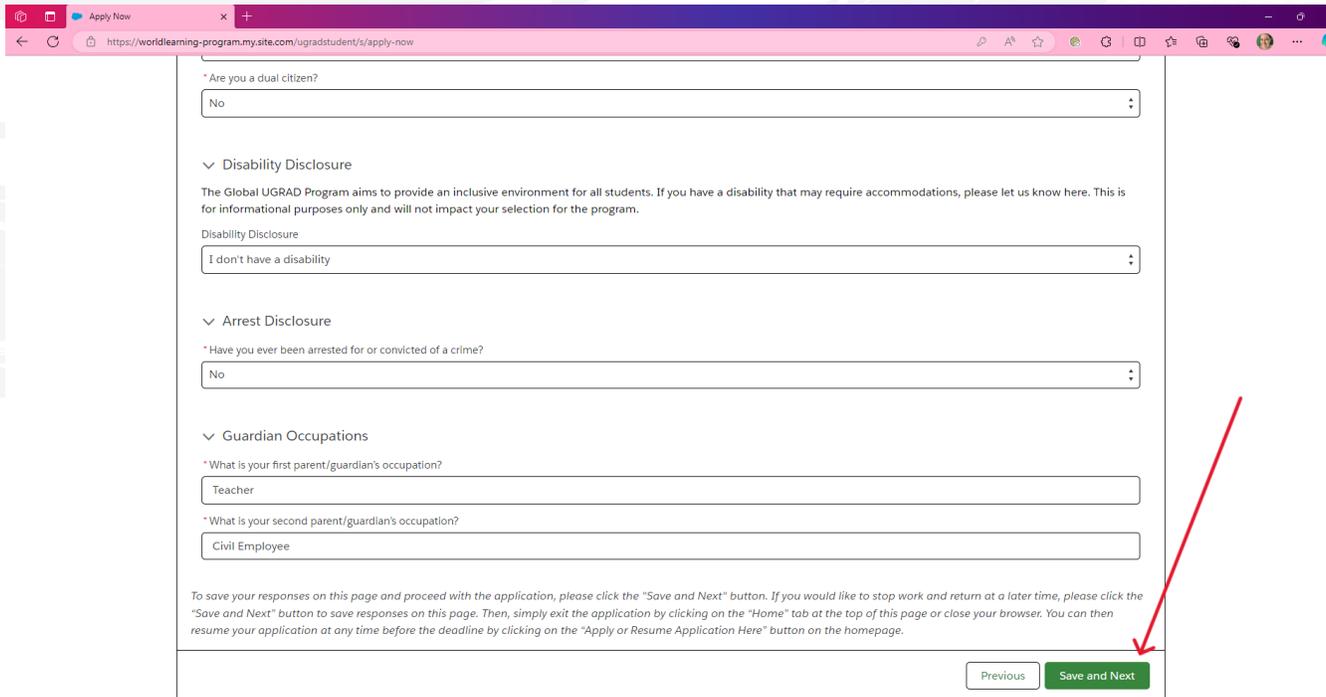
[Forgot your password?](#)

[Register here to apply.](#)

Figure 9: The “Forgot your password?” link is available on the UGRAD Student Portal login page.

Saving Your Application and Resuming It Later

You may save your application at any time and return to complete it prior to the submission deadline. To save your responses, please click the “Save and Next” button on your current page.



The screenshot shows a web browser window with the URL <https://worldlearning-program.my.site.com/ugradstudent/s/apply-now>. The form contains several sections:

- Are you a dual citizen?** (Dropdown menu with "No" selected)
- Disability Disclosure**
The Global UGRAD Program aims to provide an inclusive environment for all students. If you have a disability that may require accommodations, please let us know here. This is for informational purposes only and will not impact your selection for the program.
Disability Disclosure (Dropdown menu with "I don't have a disability" selected)
- Arrest Disclosure**
*Have you ever been arrested for or convicted of a crime? (Dropdown menu with "No" selected)
- Guardian Occupations**
*What is your first parent/guardian's occupation? (Text input field with "Teacher" entered)
*What is your second parent/guardian's occupation? (Text input field with "Civil Employee" entered)

At the bottom of the form, there are two buttons: "Previous" and "Save and Next". A red arrow points to the "Save and Next" button. Below the form, there is a paragraph of text: "To save your responses on this page and proceed with the application, please click the "Save and Next" button. If you would like to stop work and return at a later time, please click the "Save and Next" button to save responses on this page. Then, simply exit the application by clicking on the "Home" tab at the top of this page or close your browser. You can then resume your application at any time before the deadline by clicking on the "Apply or Resume Application Here" button on the homepage."

Figure 10: Clicking the "Save and Next" button will allow you to save your application and resume it later.

Then, exit the application by clicking on the “Home” tab at the top of the page or close your browser.

To resume your application, navigate to the [Global UGRAD Student Portal](#) and enter your username and password. Then click on the “Apply or Resume Application Here” button on the homepage. You will then be brought to the first page of your application to view your saved answers. You may click the “Save and Next” button at the bottom of the screen to proceed through your answers and resume your application.

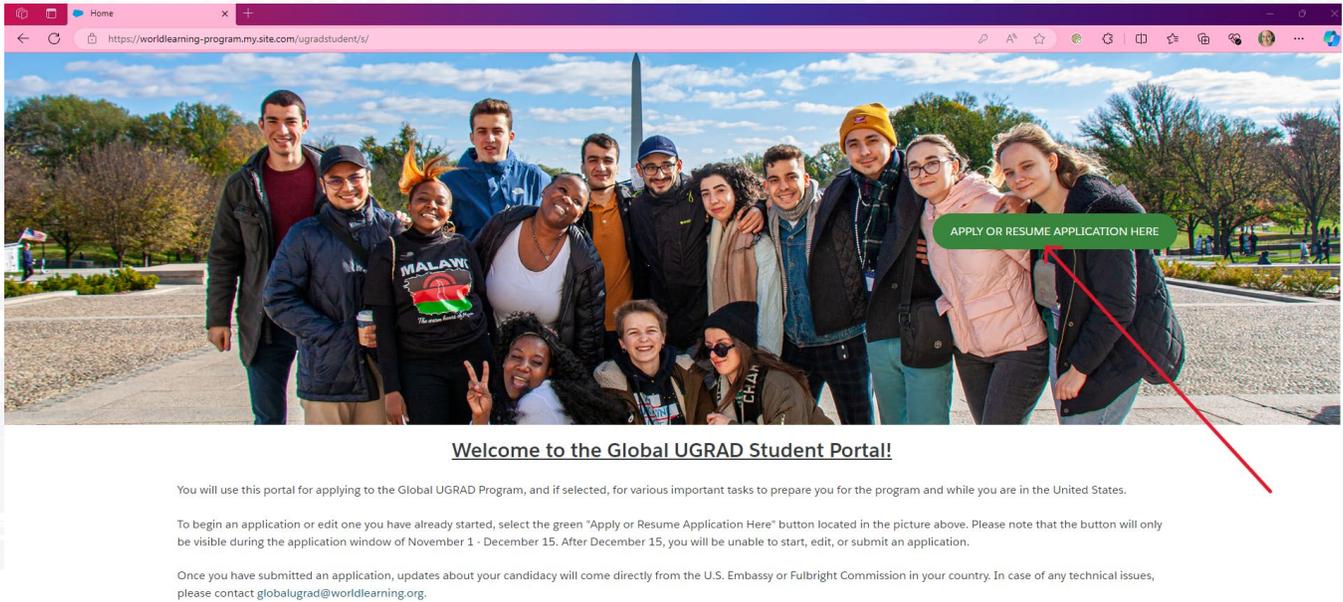


Figure 11: The red arrow indicates the “Apply or Resume Application Here” button on the Global UGRAD Student Portal homepage.

To view any of your current or past (as of November 2024) Global UGRAD student applications and their status, navigate to the “Applications” tab. Please note that although draft applications will be displayed in the table on this tab, the only way to edit your application is by clicking on the “Apply or Resume Application Here” button on the homepage.

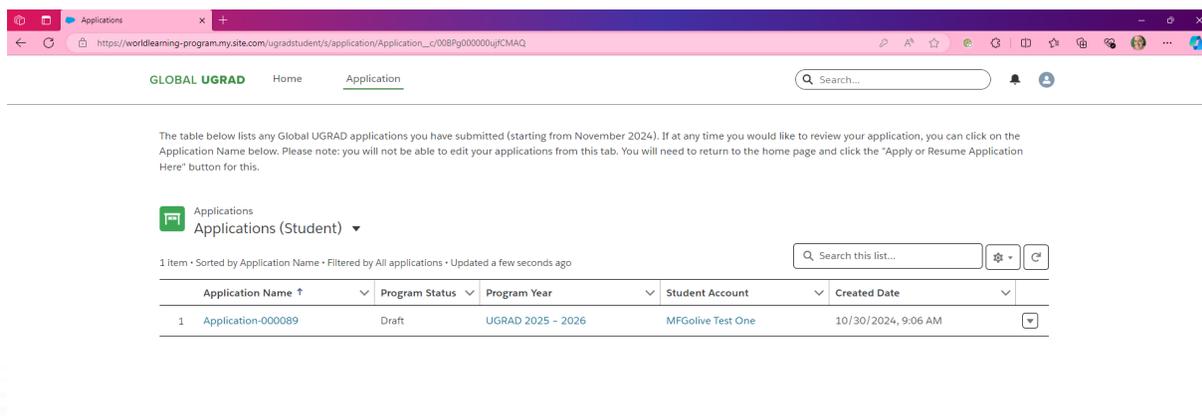


Figure 12: Screenshot of “Application” tab.

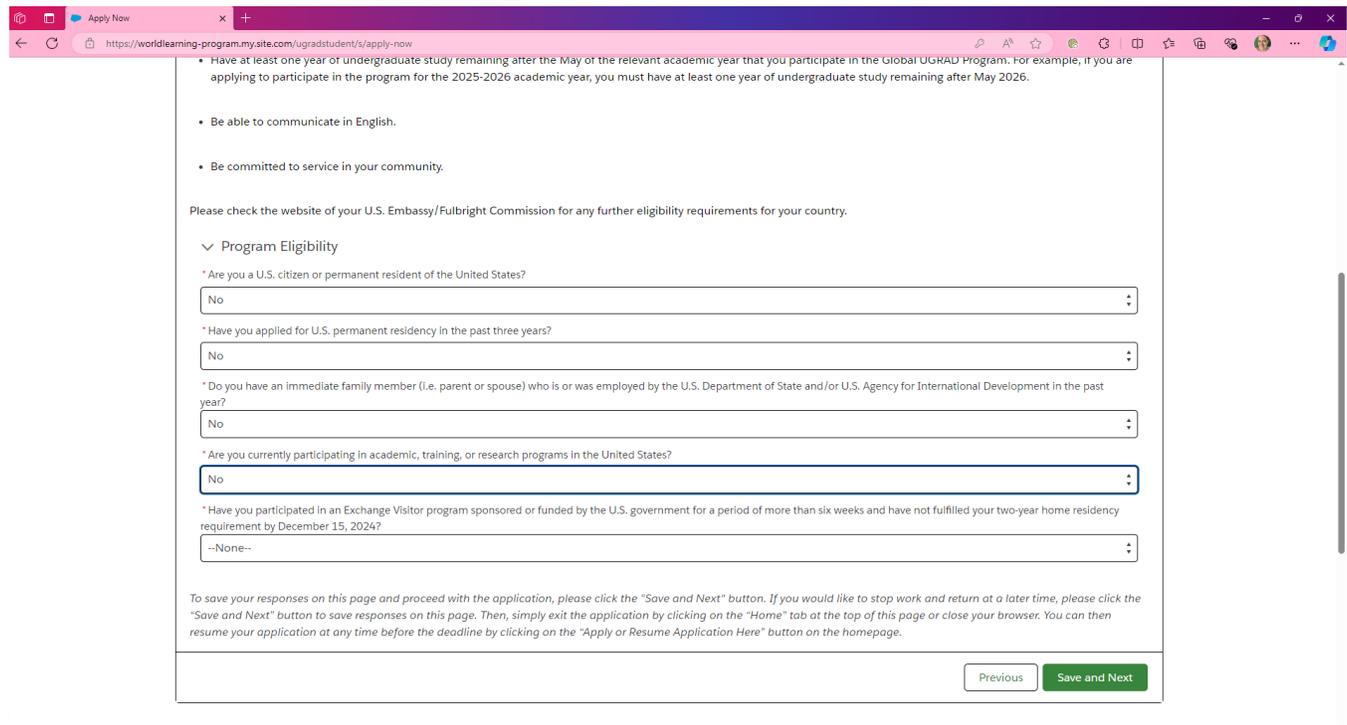
Application Sections

The Global UGRAD student application is comprised of the following sections:

- Eligibility
- About You (demographic information)
- Contact Information
- Academic Information
- Your English Proficiency
- Hobbies, Community Service, and Employment
- Essays (see below for additional instructions)
- Recommendations (see below for additional instructions)
- Document Uploads (two recommendations, transcript, and photo ID - see below for additional instructions)

Eligibility

The first section of the application will assist in determining your eligibility to apply to the program. Answer all questions honestly to determine if you meet the criteria to participate in the Global UGRAD Program.



Apply Now x +

https://worldlearning-program.my.site.com/ugradstudent/s/apply-now

- Have at least one year of undergraduate study remaining after the May of the relevant academic year that you participate in the Global UGRAD Program. For example, if you are applying to participate in the program for the 2025-2026 academic year, you must have at least one year of undergraduate study remaining after May 2026.
- Be able to communicate in English.
- Be committed to service in your community.

Please check the website of your U.S. Embassy/Fulbright Commission for any further eligibility requirements for your country.

Program Eligibility

* Are you a U.S. citizen or permanent resident of the United States?
No

* Have you applied for U.S. permanent residency in the past three years?
No

* Do you have an immediate family member (i.e. parent or spouse) who is or was employed by the U.S. Department of State and/or U.S. Agency for International Development in the past year?
No

* Are you currently participating in academic, training, or research programs in the United States?
No

* Have you participated in an Exchange Visitor program sponsored or funded by the U.S. government for a period of more than six weeks and have not fulfilled your two-year home residency requirement by December 15, 2024?
--None--

To save your responses on this page and proceed with the application, please click the "Save and Next" button. If you would like to stop work and return at a later time, please click the "Save and Next" button to save responses on this page. Then, simply exit the application by clicking on the "Home" tab at the top of this page or close your browser. You can then resume your application at any time before the deadline by clicking on the "Apply or Resume Application Here" button on the homepage.

Previous Save and Next

Figure 13: Screenshot of the program eligibility section of the Global UGRAD student application.

Within this eligibility section, you must confirm that you are a current citizen of one of the [participating Global UGRAD countries](#). If your country of citizenship is not a participating country, you are not eligible to apply at this time. In those cases, please contact your country's U.S. Embassy or Fulbright Commission for information about other exchange opportunities.

If you are an applicant from Pakistan, please note that there is a different application for the UGRAD Pakistan Program, administered by IREX. Please contact IREX directly for more details: ugradpakistan@irex.org.

If you have further questions regarding eligibility, please contact your country's U.S. Embassy or Fulbright Commission.

Essays

You are required to submit two essays of approximately 350-750 words each. We strongly recommend that you draft your essays in a separate document first, check your word count, and then paste your responses in the provided text boxes.

DO NOT PLAGIARIZE

Your essay should be your own words and your own ideas, no one else's. This doesn't mean you can't ask a friend to review and give feedback on your essays or use online tools to correct your grammar, but make sure they aren't writing it for you. Using artificial intelligence (AI) such as Chat GPT to source content and examples and passing them off as your ideas or stories is strictly prohibited.

Recommendations

As part of your application, you are required to upload two different recommendation forms: one from a faculty member who is familiar with your academic performance and one from an individual who is familiar with you in other personal capacities, such as an employer, coach, mentor, etc. Recommendations cannot be from family members or friends.

When you reach this section of the application, you will be able to download templates for both the faculty and personal recommendation forms. Please download each template and provide it to your recommender. If preferred, recommenders may use their own template/letter, but they should include all information requested in the template provided by World Learning. You can save your application and return to upload the recommendation forms after they have been returned to you.

Please Note: Your recommenders must send their completed recommendation forms or letters back to you directly so that you can upload them into your application. There is not an option for them to submit the forms to World Learning directly. **Please also note that your application cannot be submitted until both recommendation forms are uploaded, which must be done before the application deadline.**

Document Uploads

After you have received the completed recommendation forms (faculty and personal), you must upload the faculty recommendation, personal recommendation, your most recent transcript, and a copy of a government-issued photo ID to

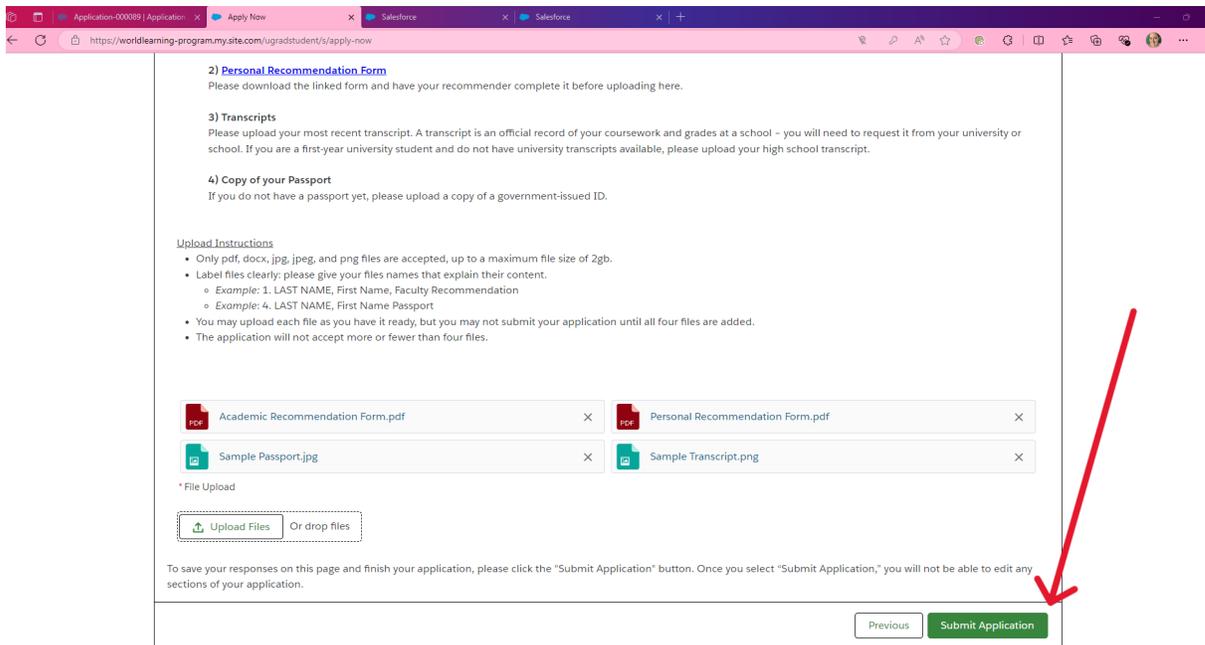
your application. If you are a first-year student and do not have a transcript from your current institution, you may upload your final high school transcript. See below for additional guidance related to document uploads:

- Only .pdf, .docx, .jpg, .jpeg, and .png files are accepted. We strongly encourage you to not upload any files larger than 1 GB.
- Label files clearly: please give your files names that explain their content.
 - Example: 1 LAST NAME, First Name, Faculty Recommendation
 - Example: 4 LAST NAME, First Name, Passport
- You may upload each file as you have it ready, but you may not submit your application until all four files are added.
- The application will not accept more or fewer than **four (4)** files.

Submission

Your completed application must be submitted by **11:59 PM Eastern Standard Time on December 15, 2024**.

Please note that your application is not considered complete until you have filled out all the required fields, attached all four required documents, and clicked on the “Submit Application” button.



The screenshot shows a web browser window with the URL <https://worldlearning-program.mysite.com/ugradstudent/s/apply-now>. The page content includes:

- 2) Personal Recommendation Form**: Please download the linked form and have your recommender complete it before uploading here.
- 3) Transcripts**: Please upload your most recent transcript. A transcript is an official record of your coursework and grades at a school - you will need to request it from your university or school. If you are a first-year university student and do not have university transcripts available, please upload your high school transcript.
- 4) Copy of your Passport**: If you do not have a passport yet, please upload a copy of a government-issued ID.

Upload Instructions

- Only pdf, docx, jpg, jpeg, and png files are accepted, up to a maximum file size of 2gb.
- Label files clearly: please give your files names that explain their content.
 - Example: 1. LAST NAME, First Name, Faculty Recommendation
 - Example: 4. LAST NAME, First Name Passport
- You may upload each file as you have it ready, but you may not submit your application until all four files are added.
- The application will not accept more or fewer than four files.

Four files are shown in the upload area:

- Academic Recommendation Form.pdf
- Personal Recommendation Form.pdf
- Sample Passport.jpg
- Sample Transcript.png

* File Upload

Or drop files

To save your responses on this page and finish your application, please click the "Submit Application" button. Once you select "Submit Application," you will not be able to edit any sections of your application.

At the bottom right, there are two buttons: "Previous" and "Submit Application". A red arrow points to the "Submit Application" button.

Figure 14: You must click the “Submit Application” button which will only be available on the final section of the application.

Following the submission of your application, a confirmation message will appear in your web browser.

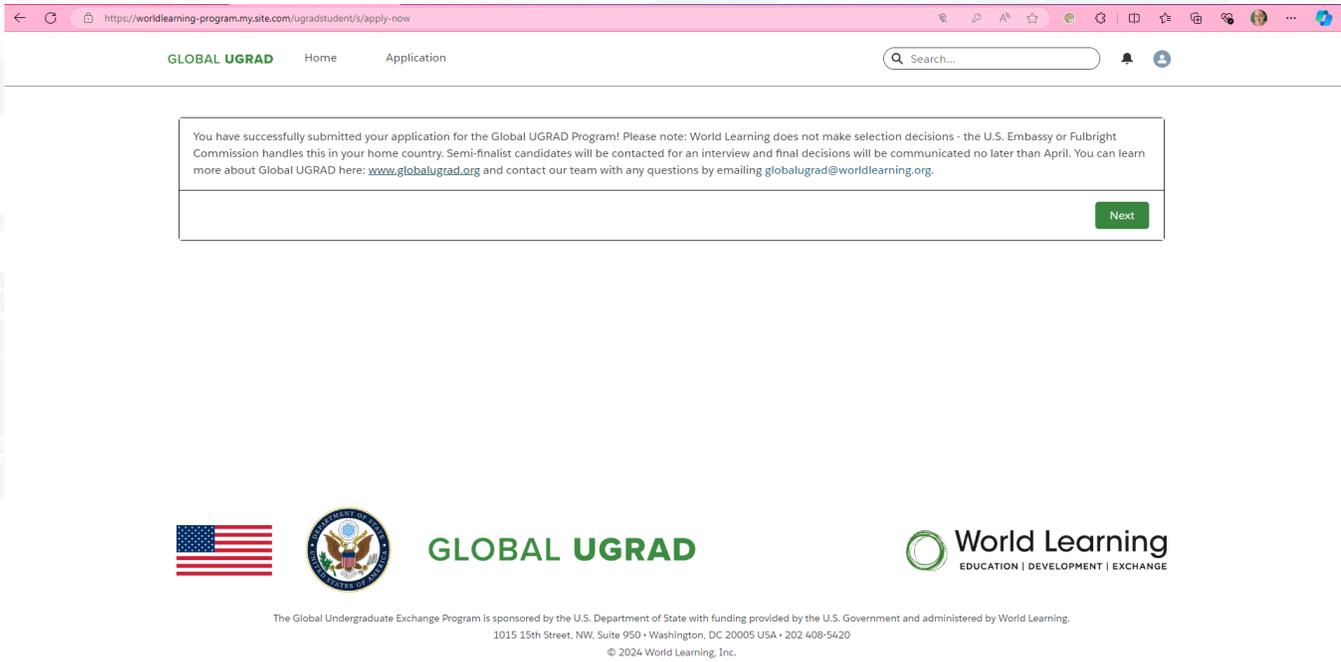


Figure 12: Screenshot of confirmation message in your browser.

In addition to the confirmation message in your web browser, you will receive an email confirmation.

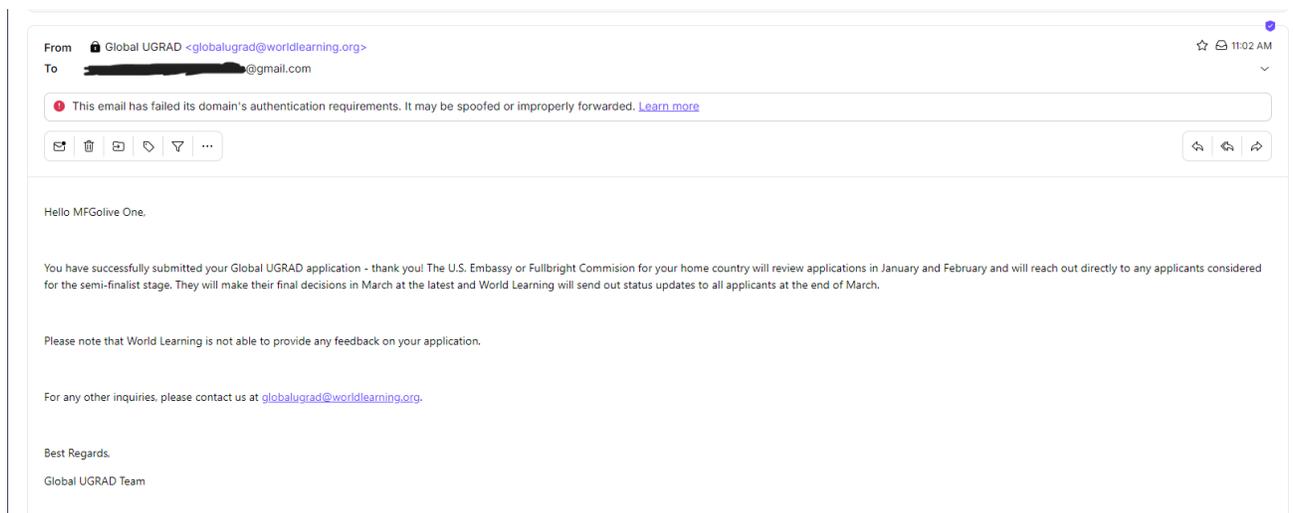


Figure 13: Screenshot of email confirming application submission.

Thank you for your interest in applying to Global UGRAD. Semi-finalist candidates will be contacted for an interview and final decisions will be communicated no later than April. You can learn more about Global UGRAD on our [website](#). You can contact our team with any technical questions by emailing globalugrad@worldlearning.org.